Montreat-Anderson College

1989-1990

Student Handbook

Montreat, North Carolina

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1989-90

1989-90
Montreat-Anderson College
Academic Calendar

First Semester

Student Affairs Workshop	August 20-22, Sun.-Tues.
Student Leadership Workshop	August 21-25, Mon.-Fri.
Faculty Workshop	August 22-25, Tues.-Fri.
New Students Arrive	August 26, Sat.
Orientation and Testing of New Students	August 26-27, Sat.-Sun
Advising of New Students	August 28-29, Mon.-Tues.
Continuing Students Arrive	August 29,Tues.
Students Drop/Add, 1 pm-3 pm	August 29, Tues.
Registration and Admitting of ALL STUDENTS	August 30, Wed.
Opening Convocation 7:30 pm	August 30, Wed.
Classes Begin at 8 am	August 31, Thurs.
Last Day to Add A Course	September 7, Thurs.
Spiritual Emphasis Week	Sept. 19, 20, 21, Tues.-Thurs.
Church/College Council	Oct. 2-4, Mon.-Wed.
Homecoming	Oct. 6-8, Fri.-Sun.
*Last Day to Drop a Course with a "W"	October 12, Thurs.
Midterm	October 18, Wed.
Board of Trustees Meeting	October 19-20, Thurs.-Fri.
Fall Break Begins After Last Class	October 20, Fri.
Classes Resume at 8 am	October 25, Wed.
Parents' Weekend	November 3-5, Fri.-Sun.
Advising/Preregistration for Second Semester	November 13-24, Mon.-Fri.
Thanksgiving Break Begins After Last Class	November 22, Wed.
Classes Resume at 8 am	November 28, Tues.
General Knowledge Competency Testing 3-5 pm	December 6, Wed.
Reading Day	December 14, Thurs.
Final Examinations Begin at 8 am	December 15-19, Fri.-Tues.
Christmas Vacation Begins After Last Exam	December 19, Tues.
Dorms Close	December 20, Wed.

Second Semester

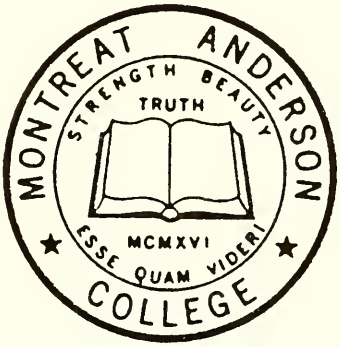
New Students Arrive By 5 pm	January 14, Sun.
Orientation of New Students	January 15, Mon.
Advising/Registration of New Students	January 16, Tues.
Continuing Students Arrive	January 16, Tues.
Continuing Students Drop/Add, 10 am-4 pm	January 16, Tues.
Classes Begin at 8 am	January 17, Wed.
Opening Convocation 10 am	January 17, Wed.
Last Day to Add a Course	January 24, Wed.
Staley Lecture Series	February 27- March 1, Tues.-Thurs.
*Last Day to Drop a Course with a "W"	February 28, Wed.
Midterm	March 7, Wed.
Spring Break Begins After Last Class	March 9, Fri.
Classes Resume at 8 am	March 19, Mon.
Advising/Preregistration for Fall Semester, 1990-1991	March 28-April 6, Wed.-Fri.
Good Friday Break	April 13, Fri.
Classes Resume at 8 am	April 16, Mon.
General Knowledge Competency Testing 3-5 pm	April 18, Wed.
Board of Trustees Meeting	April 19-20, Thurs.-Fri.
Reading Day	May 3, Thurs.
Final Examinations	May 4, 5, 7, 8, Fri.-Tues.
Baccalaureate/Commencement	May 12, Sat.

Summer School

May 14-June 13

*If a Course grade of F has been incurred prior to this time, it will not be removed by dropping the course.

Montreat-Anderson College



Montreat, North Carolina
1989-1990

All students are asked to bring this book to college with them and will be held responsible for knowledge of its contents.

Montreat-Anderson College does not discriminate in its educational program against any student on the basis of sex, race, religion, nationality, or handicap.

June 1989

Dear Student:

If you are entering Montreat-Anderson for the first time, welcome. If you are a continuing student, thank you for affirming your belief in this college by attending another year. Whatever the case, let me assure you that preparation is being made and will continue throughout the summer for your arrival in late August.

One of the most important decisions was made when you decided to attend here rather than some other college or university. During the coming weeks and months, you will make many more - some of great significance to your life, others not so important. At some point, if you have not already done so, you will choose a major field of study.

Other decisions will be faced in your academic work, spiritual life, social situations - too numerous to name. Life itself is, after all, a series of choices. In all of these situations, dedicated Christian faculty, resident directors, other staff, and the administration stand ready to be of help - whether through a word of encouragement or advice, listening, or, hopefully, by a good example. We care about you and the tough decisions you must make about your future and your daily life.

By deciding to attend Montreat-Anderson, you have indicated a willingness on your part to accept the responsibilities and challenges of being a part of a community in which Christ is honored. You will be counted on to share your talents and abilities to help shape the character of the coming school year in the right direction.

On behalf of the Board of Trustees, administration, faculty, and staff, welcome! Together we can make this the kind of college that will further the cause of excellence in education and the Kingdom of God. My door is open. Please come by whenever I can be of help.

Sincerely,

Silas M. Vaughn

Silas M. Vaughn
President

June 1989

Dear Student:

Welcome to Montreat-Anderson College! It is a new year for all of us whether student, faculty or staff and one of new beginnings. I am glad you chose to become a part of Montreat-Anderson.

The marvelous adventure, challenge and responsibility of learning and living in a Christian academic community awaits you. You have fresh opportunities to grow intellectually, emotionally, relationally and spiritually. It is my hope that you will know and experience Jesus Christ as the source of all truth.

One of the unique qualities about Montreat-Anderson College is that you will be surrounded by caring people eager to serve and assist you during your days with us. We are an imperfect people who are "in process" like you. However, by working together and seeking to communicate with each other we can make 1989-1990 one of the best years ever!

I hope you will remember that you will receive in due measure what you invest of yourself in your studies and life of the college. You are unique and can make a positive contribution this year.

Each year revisions are made in the handbook which reflect changes in college policy. therefore, it is crucial that you carefully read this handbook.

Come by and discuss with me your concerns and ideas.

In expectation of a great year together,

T. Michael McDowell

T. Michael McDowell
Associate Dean for Student Affairs

HISTORY AND PURPOSE

Montreat-Anderson College is a Christ-centered four-year College committed to presenting a liberal arts education with a Christian perspective. The college began in 1916 as Montreat Normal School, an institution founded by The Presbyterian Church, U.S., to prepare young women to become Christian teachers. In 1933 the school became a junior college and was renamed Montreat College; from 1945 to 1959 it was a four-year college for women. In 1959 it became a coeducational junior college and was renamed Montreat-Anderson College. Its founders established the college for the purpose of teaching "the Biblical view of the nature of man and the meaning of life." Today, that commitment to a Christ-centered education continues at Montreat-Anderson College.

In May, 1988, after a 30-year period, Montreat-Anderson College graduated its first seniors in the new four-year program with baccalaureate degrees. This program is designed to meet the needs of the current issues with which we must deal now in the near future.

Currently 48% of the faculty is composed of professors with earned Ph.Ds. State of the art laboratory equipment has been introduced, the library holdings have been increased significantly, and facilities are being upgraded.

The college seeks to educate the whole person--academically, spiritual ly, physically, and socially--and an atmosphere of friendliness and concern for others exists on campus, fostered and growing in commitment to Jesus Christ.

The Presbyterian founders of Montreat-Anderson College were of strong conviction and clarity of purpose. They proposed in their charter "that those attending the college receive a sound and thorough Christian education suitable to their needs." They made it clear that they were establishing a college in which students would receive "instructions in the Holy Bible." Over the years this original purpose of the founders to provide "...a sound and thorough Christian education has been continually affirmed, and the college today prizes its church--relatedness as that which gives it a distinctive stance in the educational world.

ORGANIZATIONS

1989-90

STUDENT LEADERS

Student Government Association
President - Trey Aycock
Vice President - Matt Auten
Secretary/Treasurer - Michelle Morton
Activity Chairman - Tracy Sauls

Class Presidents
Senior - Janet Grogan
Junior - Josh Pearman
Sophomore - Hunter Stevenson
Freshman - Al Goodman

Honor Court
President - Don Skilton
Vice President - Harry Ryan

Student Christian Association
President - Michelle Thomas
Vice President - Jeff Kuhn
Large Groups - Gary Helms
Assistant Large Groups - Eileen Lindsay
Small Groups - Shannon Hodgins
Missions - Clay McDonald
Juvenile Center - Kathy Kaufman
Black Mountain Center - Elizabeth Lee
Children's Home - Philip Hollins
Tracy Sauls

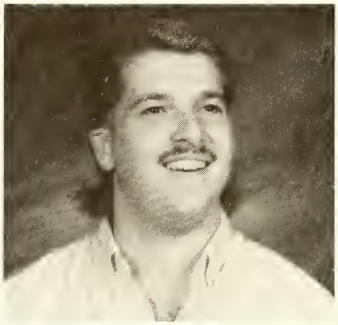
Dorm Presidents
Davis Hall - Sam Wheeler
Howerton Hall - Reid Cavnar
McGregor Hall - Jeff Kuhn
Montreat-Anderson Hall - Judy Davis

Publications
Yearbook - **Agape**
Newspaper - **Aletheia**
Literary Magazine - **Logos**

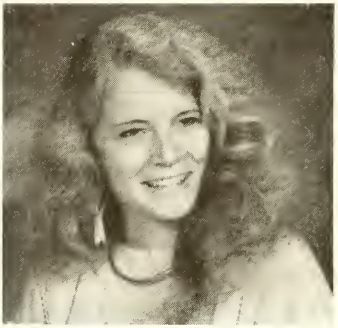
Clubs and Interest Groups
Drama
Fellowship of Christian Athletes
General Assembly Singers
Concert Choir
International Club
Wilderness and Conservation Club
Intramurals
Cheerleaders
Support Groups
Vespers
Phi Theta Kappa

STUDENT CHRISTIAN ASSOCIATION

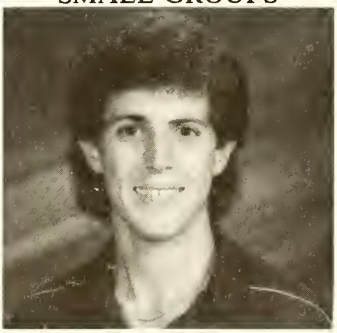
Michelle Thomas
PRESIDENT



Gary Helms
LARGE GROUPS



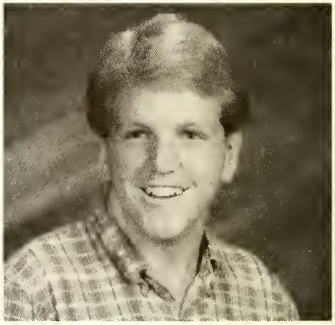
Shannon Hodges
SMALL GROUPS



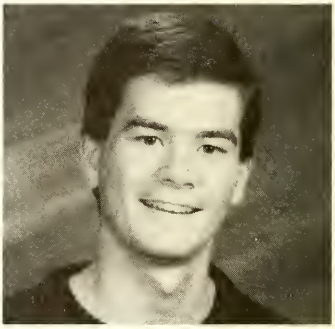
Marc Duarte
AGAPE'

DORM PRESIDENTS

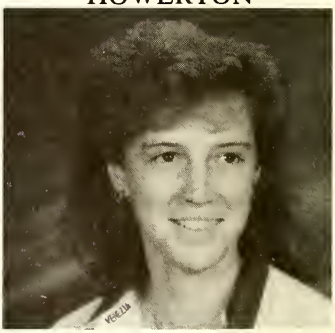
Jeff Kuhn
McGREGOR



Sam Wheeler
DAVIS



Reid Cavnar
HOWERTON



Judy Davis
M-A HALL

STUDENT GOVERNMENT

Matt Auten
VICE PRESIDENT

Michelle Morton
SEC/TREASURER

Tracey Sauls
ACTIVITIES CHAIR.

Don Skilton
HONOR COUNCIL PRES.

CLASS PRESIDENTS

Janet Grogan
SENIOR

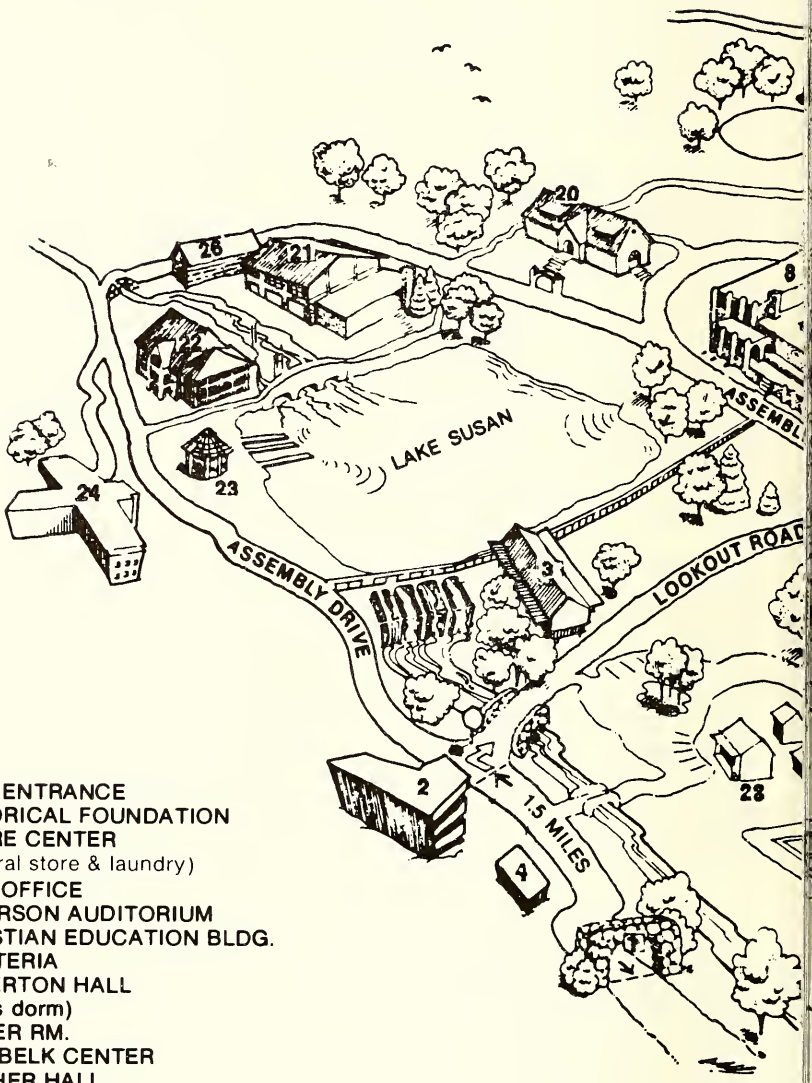
Josh Pearman
JUNIOR

Al Goodman
FRESHMAN

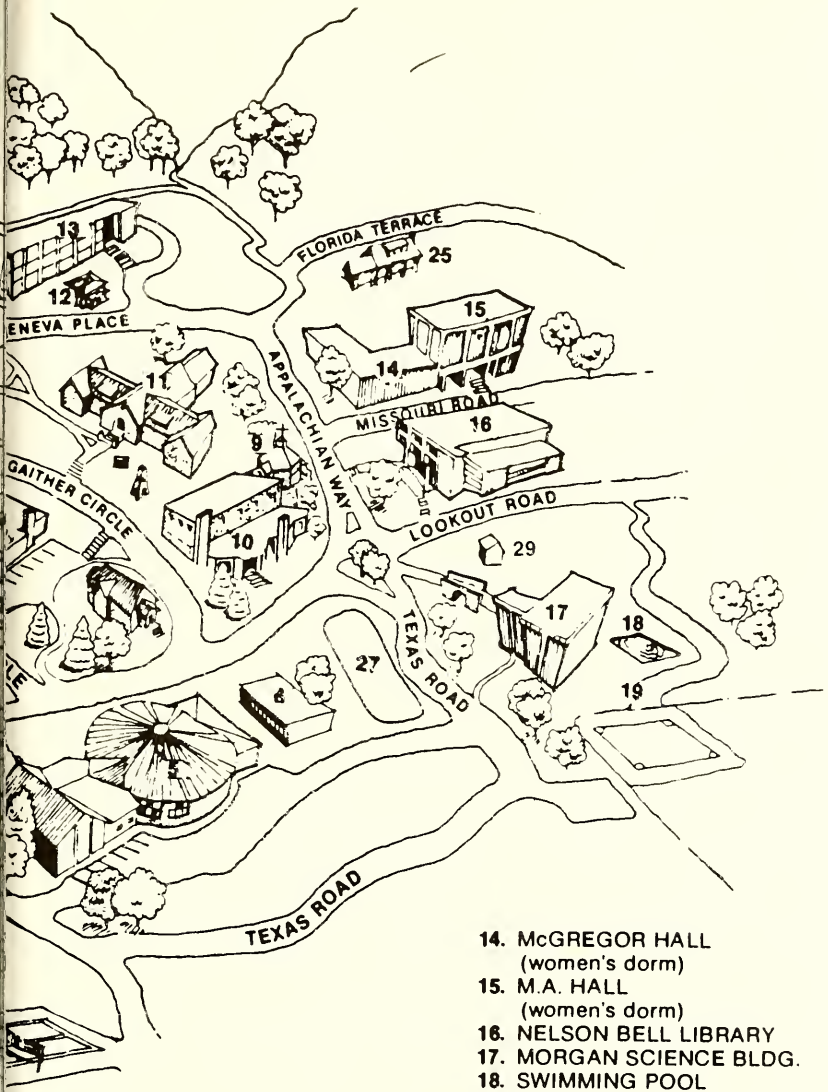
Harry Ryan
HONOR COUNCIL V.P.

MONTREAT-ANDERSON COLLEGE

CAMPUS MAP
MONTREAT, NC



1. GATE ENTRANCE
2. HISTORICAL FOUNDATION
3. MOORE CENTER
   (general store & laundry)
4. POST OFFICE
5. ANDERSON AUDITORIUM
6. CHRISTIAN EDUCATION BLDG.
7. CAFETERIA
8. HOWERTON HALL
   (men's dorm)
9. PRAYER RM.
10. W. H. BELK CENTER
11. GAITHER HALL
    (admissions)
12. McLEOD BLDG.
    (faculty offices)
13. DAVIS HALL
    (men's dorm)



14. McGREGOR HALL (women's dorm)
15. M.A. HALL (women's dorm)
16. NELSON BELL LIBRARY
17. MORGAN SCIENCE BLDG.
18. SWIMMING POOL
19. ATHLETIC FIELD
20. WINSBOROUGH BLDG.
21. GYM
22. LEFT BANK BLDG.
23. GAZEBO
24. ASSEMBLY INN & CONVOCATION HALL
25. PRESIDENT'S HOME
26. THE BARN (square dancing)
27. VISITOR PARKING
28. **WALKUP BUILDING & BELL BUILDING**
29. **WHITEHAVEN COUNSELING CENTER, STUDENT HEALTH CENTER, PLACEMENT CENTER**

GENERAL INFORMATION

BELK CAMPUS CENTER

The Belk Campus Center is oriented to students' needs--social, academic, and spiritual. Major components of the building directly related to extracurricular activities include a mall, a study lounge, a recreation lounge, a snack bar, a campus bookstore, mailroom, and offices for student organizations and publications. The office of the vice president/dean of the college is located on the second floor. Also, in the same location, are the offices of the associate dean for student affairs and academic affairs. For the immediate future, the third floor of the center will be used for a variety of student activities, such as organizational meetings, informal gatherings, drama, dances, and movies. This space has been designed for eventual conversion into additional classrooms where needed for academic purposes.

The Belk Campus Center provides space for art studios, classrooms, and faculty offices. A music/choral classroom, and areas to display the students' talents in drawing and painting, as well as pottery, weaving, and sculpture, are provided.

The students benefit spiritually from the opportunities for individual and small group prayer and meditation provided by the prayer room. Nearby is a prayer porch overlooking a mountain stream.

A patio is located in front of the campus center with a 50-space parking area just across the street.

BULLETIN BOARDS

Announcements are made by means of notices on bulletin boards. Faculty members also use such notices to get in touch with students and students are responsible for reading notices. Students should form the habit of checking the main bulletin board in Gaither Hall daily and the boards in dormitories regularly. Approval to display Belk notices must be obtained from the Director of Student Activities.

CAMPUS BOOKSTORE

The campus bookstore is located on the first floor of the Belk Campus Center. Textbooks, paperbacks and supplies, etc., can be purchased along with other items of personal interest. Hours to be posted.

L. NELSON BELL LIBRARY

The library houses a collection of 53,000 books as well as collections of recordings, filmstrips, college catalogs, and some 350 current periodicals. Library hours will be announced each semester.

POST OFFICE

Students will have a permanent mailing address of M-AC
Box _____,
Montreat, NC 28757.

Student mailboxes are located in the mall area of the Belk Campus Center. Packages, registered mail, and mail orders must be transacted at the main U.S. Post Office on Assembly Drive.

LAUNDRY

A self-service laundrette is located next to the Montreat General Store in the Moore Center and is open daily from 9:00 a.m. until 4:30 p.m. Several washers and dryers are located in selected dormitories. Launderettes are also open in Black Mountain daily.

CHECK CASHING SERVICE

Check cashing privileges are available to all students and employees of Montreat-Anderson College. Students are encouraged not to keep extra money in their rooms but rather to open checking accounts locally or from home with established banks. Following are the conditions and limitations for individuals cashing checks at Montreat-Anderson College:

1. The maximum amount permitted for a personal check is $25. Checks for a higher amount may be accepted for merchandise.
2. The individual's address and telephone number must appear on all checks.

Returned checks will receive a penalty of $10 and a letter written requesting settlement within three days. If the account is not settled within three days, a hold will be placed on student records until both the check and the penalty have been paid.

Individuals who have two or more returned checks will be identified at all campus check facilities. They will then be instructed not to cash checks for these individuals without special permission from the business manager.

COLLEGE VEHICLES

College vehicles may be used, if available, for the following purposes only:

1. Medical:
   Take food to health center.
   Take students to see a physician or to the hospital. (The initial trip for each accident or illness will be provided at no charge to the student.)

2. Vehicles used for official school functions away from campus must be accompanied by an advisor or instructor. A notice must be sent in advance to the business office. (Fees for these trips are group rate.)

3. Individual student transportation may be made to and from airport, or bus stations. (These will be made if school transportation is available; otherwise, students must procure their own way to and from these destinations. Requests must be made at least 24 hours in advance.)

4. Keys to all college vehicles are kept in the business office and only authorized drivers will be permitted to pick keys up and drive the college vehicles. To obtain keys all clubs and organizations must get permission from the Director of Student Activities before they can pick up the keys.

5. Personal use of college vehicles is prohibited.

STUDENT HEALTH SERVICE

Students should come to the health center when ill or injured. A nurse will be in the office from 9:00 a.m. to 3:00 p.m. Monday through Thursday and 9:00 a.m. to 1:00 p.m. Friday. Students are requested to come to the clinic during these hours. A nurse can be located in the evenings by contacting the resident director in your dorm or a resident assistant. A nurse will visit a student in his room when deemed necessary.

Students are expected to and are responsible for maintaining a high level of health while at Montreat-Anderson College. The health center encourages and educates students to practice good health habits and adopt positive lifestyles which will help increase good health. Students are expected to be actively involved in making positive health choices.

No written excuses for classes missed due to illness or injury will be issued by the health center. Students should understand the absence policy set up by their individual professors and should be responsible to them for classes missed. The health center will notify the dean's office of the name of a student who has a prolonged illness or requires hospitalization. The excuse for classes missed due to this will be up to the professor.

All appointments with physicians should be made through the health center. The college nurse will refer students to specialists in Asheville when necessary. The student health center will endeavor to help a student make transportation arrangements to a given physician. There is a charge for an office visit and prescription medications.

Any emergency should be handled by the college nurse. She will make arrangements for the student to be taken to the emergency room in Asheville.

There are no regular visiting hours for students admitted in the health center. Roommates may bring mail and other items to the student with permission of the nurse.

Students are encouraged to use great care when using a sunlamp and when sunbathing. Classes missed due to carelessness will not be excused.

HEALTH AND IMMUNIZATION REQUIREMENTS FOR ADMISSION OF FRESHMEN AND NEW STUDENTS

In order to be **registered for classes** upon arrival on campus each student MUST have submitted a MEDICAL EXAMINATION REPORT AND IMMUNIZATION RECORD filled out in full and signed by a physician! North Carolina law REQUIRES **all students** attending a public or private college or university to submit proof of immunization PRIOR TO REGISTRATION. (Exceptions are allowed only for bona fide medical and religious reasons.) All records of immunizations must be certified either by a physician's signature, a Health Department stamp, or a copy of North Carolina School Health Record. DISMISSAL FROM SCHOOL IS MANDATORY UNDER THE LAW if these immunization requirements are not met.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

Montreat-Anderson College encourages any student with an

alcohol or drug dependency to contact the college nurse, Mrs. Judy Keels or Dr. Anne Cromartie for the time and place of a weekly rehabilitation meeting on campus. Non-students from the college community are welcome to attend these confidential meetings.

The college also brings in outside speakers to provide chemical abuse prevention education in Convocation.

In addition, community programs are readily available to students, faculty and staff.

ASHEVILLE COMMUNITY CONCERTS AND THEATRE

Students may purchase season tickets at the beginning of the school year for one or both of these series. The concert series brings five well-known artists or groups to Asheville during the year--orchestras, pianists, dance groups, etc. The theatre presents the same number of plays, using local talent; it is considered as excellent amateur theatrical productions. Tickets made available through bookstore peridicaly at no cost. Contact the director of student activities.

COLLEGE LIFE REGULATIONS

"The Presbyterian Founders of Montreat-Anderson College were men of strong conviction and clarity of purpose. They proposed in their Charter that those attending the college receive a sound and thorough Christian education suitable to their needs."

You have chosen to attend a church college, established and supported by church people. You have become a citizen in a college community which seeks to live by Christian ideals and moral standards.

THE ADMINISTRATION

Responsible student leadership has established a tradition of effective student government at Montreat-Anderson College. The administration is grateful for this valuable contribution to the college community and pledges its support and counsel to those students charged with the responsibility of maintaining this tradition.

When any violation of college or student government regulation occurs, the case is usually considered in one of the student courts, except for those cases reserved for consideration by the administrative committee. Occasionally, however, special circumstances in a disciplinary case warrant action or consideration by the administration.

The guidelines for punishment of misbehavior used by the student government are supported by the administration; however in special cases the administration reserves the right to modify the decision on the disciplinary cases.

In accordance with this statement and because the administration is responsible for every facet of college life, the president of the college, the vice president/dean of the college, and the associate dean for student affairs reserve the right to handle special cases of discipline and reserve the right to review regulation changes made by the student governing councils.

THE ADMINISTRATIVE COMMITTEE

This committee is composed of two administrators, two faculty members, two students, and the vice president/-dean of the college as chairman. Its function is to hear about appeals from the student affairs' office and all cases involving the use of illegal drugs and sexual promiscuity.

ACADEMIC REGULATIONS OF THE COLLEGE

(Action by the Vice President/Dean of the College)

Students are expected to be familiar with all of the academic regulations stated in the college catalogue and are responsible for abiding by them. Other academic regulations may be stated by the dean of the college or the academic affairs committee.

TUITION AND FEES

Basic charges and special instructional fees for each semester are due and payable to Montreat-Anderson College on or before the first day of class for each semester. FINAL ADMISSION AND ENROLLMENT CANNOT BE GRANTED TO A STUDENT UNTIL SATISFACTORY FINANCIAL ARRANGEMENTS HAVE BEEN MADE WITH THE TREASURER OF THE COLLEGE.

REGISTRATION

Toward the close of each semester, students in conference with their advisors plan and pre-register for their course program fod the following semester. Failure to pre-register at the stated time will mean a possible loss of course selection and a late registration fee of $10.

Students should become familiar with the requirements of the four year degree program they plan to pursue and choose their courses accordingly. The registrar and faculty advisor assist in arranging programs of studies, but it is the student's responsibility to become familiar with and fulfill all requirements for their degree.

if students attend a course or section for which they are not officially registered, they will not receive credit for the work. If they do not attend a course or section for which they are officially registered and do not officially drop the course through the registrar's office, they will receive a grade of "UF" for that course.

GRADE POINT AVERAGE

Quality points are assigned according to the following system:

1 semester hour with a grade of A counts 4 points

1 semester hour with a grade of B counts 3 points

1 semester hour with a grade of C counts 2 points

1 semester hour with a grade of D counts 1 point

1 semester hour with a grade of I or F counts 0 points.

Quality point average is determined by dividing the number of quality points by the number of semester hours attempted. For example: 3 semester hours of B (9 quality points), 6 semester hours of C (12 quality points), 3 semester hours of D (3 quality points), and 3 semester hours of F (0 quality points), provide a total quality point average (QPA) of 1.6

GRADING PERIODS

The final grade in each course is assigned and recorded at the end of each semester. In addition, midsemester progress reports are made by the faculty; unsatisfactory grades are reported to students. These midsemester reports do not become a part of a student's official record. Teachers of independent study courses may, at their discretion, submit NG (no grade) grades at midsemester.

ATTENDANCE POLICY PROCEDURES

If a student falls below 12 academic hours because of having been dropped from a class for failing to observe attendance regulations, or if a student has been dropped from one of the courses required for remaining in college (Bible 101 and 3 hours from Bible, 102, or 103 until successfully completed; and one-half semester hours of General Studies each semester enrolled) he may appeal in writing to the Academic Affairs Committee of the faculty within 24 hours of receipt of notification for permission to remain in school. Check with the registrar regarding the regulations on 12 academic hours or less.

CLASS ATTENDANCE

(Action by the Faculty)

Each professor will prepare his requirements for attendance in his classes and will distribute these in writing to the students, to the two associate deans and to the academic affairs committee at the beginning of each semester. Attendance regulations for General Studies will be posted at the beginning of each semester. It will be the responsibility of the professor to enforce the regulations and to include the manner of enforcement in the written description. Students wishing to obtain written excuses for appearance in court, death in the family, emergency absences, etc., should obtain these from the student affairs office.

Excused absences for a student involved in any college activity (on or off campus), must be submitted and approved by the office of the Vice President/Dean of the College from all faculty and staff members.

In no case shall a student have more than 20% absences in any class. More than 20% absences will result in the student being dropped from the class with a grade of F. A student on academic probation should have no more than three absences in any course. If such a student has a fourth absence, regardless of reason, he will be dropped from the course with a grade of F. Students missing class due to disciplinary suspension will have absences counted, but will not be dropped from that class.

Registration in a course obligates the student to be regular and punctual in class attendance beginning with the first meeting of the class. Absences will be counted from the first day of classes. The responsibility for work missed because of unavoidable absences rests entirely upon the student.

DAY STUDENTS

(Action by the Office for Student Affairs)

When experiencing travel difficulties with breakdowns or bad weather, call the student affairs' office in advance of an absence.

This group shall select a representative to SGA at their first regular meeting in the fall.

ACADEMIC PROBATION AND SUSPENSION

(Action by the Faculty)

Academic Eligibility

Full-time students are required to maintain a specified quality point average. Failure to meet these standards will result in suspension.

Sem. hrs. attempted	Minimum Q.P.A.
0-59	1.5
60*-89	1.75
90-119	1.9
120-or more	2.0

*Students working on associate degrees must achieve a Q.P.A. of 2.0 in order to graduate.

A student whose quality point average at the end of any semester falls below the required minimum will be placed on academic probation for the next semester. If at the end of that semester the quality point average is still below the required minimum, the student will be placed on final probation for the following semester. If the necessary quality point average has not been achieved by the end of final probation, the student will be suspended.

Students on academic probation must attend evening study halls regularly and will not be allowed to participate in any major extracurricular activities, which are defined generally as activities requiring participation more than once a week. Intramural sports are exempted from this regulation since this does not involve regular practice with the written permission of the dean of the college. No student on academic probation will be allowed to represent the college in any way. A student on academic probation will not be permitted to loan, borrow, or use a motorized vehicle without permission, except on weekends.

The administration reserves the right to suspend or drop a student from the college because of poor scholarship. Any student who fails to meet the requirements of academic probation status will be suspended without refund of fees.

Academic Suspension may occur if:

1. a student has academic probation status at the end of two consecutive semesters,
2. a student is dropped from a required Bible course,
3. a student fails to meet attendance requirements in General Studies.

A student who is suspended by the dean of the college has the right of appeal to the academic affairs committee; a student who is suspended by the academic affairs committee has the right of appeal to the dean of the college or to the president. Persons suspended must leave campus within a specified time and not return during the period of suspension without writ-

ten permission from the associate dean for student affairs.

Any student who is suspended for academic reasons may seek re-entry by reapplying to the college after one regular semester and if readmitted, may be placed on academic probation. Work undertaken in summer school and averaged into the previous semester's work will be considered in evaluating a student's probationary status.

PLAGIARISM

(Action by Honor Council)

Plagiarism is the representation of another's words or ideas as one's own. It applies to verbatim quotations and paraphrases equally. The plagiarized source may be a book, magazine article, or another student's paper, or even his/her ideas.

Plagiarism violates the fundamental trust underlying all academic work, that the work be the product of the student who submitted it.

REQUIRED COURSES FOR CONTINUING IN SCHOOL

Full-time students and /or resident students who are not enrolled in the required courses for remaining in college and who have not completed work in them will be subject to suspension from the college.

All full-time students and/or resident students must be registered for the following courses until they have successfully completed the requirements in them: Bible 101 and 3 hours from Bible 102, or 103, and one-half semester hour of General Studies per semester.

WITHDRAWAL FROM THE COLLEGE

A student withdrawing from the college for any reason must obtain a withdrawal from the registrar's office and return it properly completed. If the withdrawing student fails to follow this procedure, he will not be entitled to an honorable dismissal. Full charges will be made and no refunds given to students who fail to complete the withdrawal form.

If the withdrawal occurs after the last day for dropping courses, a grade of "WF" will be recorded for each course unless the academic affairs committee rules otherwise or unless the academic affairs dommittee rules otherwise or unless the withdrawal is due to certified medical reasons.

Further academic regulations and policies are found in the official academic catalog of the college and students are responsible for complying with these regulations and policies.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

(Action by the Office of Student Affairs)

This act grants to all students in secondary education the right to inspect, to challenge, and to a degree control the release of information about a student in their files.

1. The request must be in writing on forms provided in the student affairs' office. The college has 45 days to comply with each request.
2. Following access, the student (or parent) may request a hearing to challenge the contents of a record.

The associate dean for student affairs will arrange the time and place and notify the student (or parent) of such.

3. Except under court order will the information within a student's file be released without the written consent of the student. This provision excludes the custodian of the file.
4. Anyone properly looking at a student's file must put a signed explanatory form therein.
5. This Student Handbook, mailed to all students at their homes, complies with the requirement that students (or parents) be duly notified of their rights.

STUDENTS FAILURE TO REPORT TO A SPECIFIC OFFICE ON CAMPUS

(Action by the Vice President/Dean of the College and Associate Dean for Student Affairs.)

1. At first a written request is sent informing the student to report to a specific office. Included is the date and time within which it must be completed. A copy is kept by the sending office to guard against a student saying that he or she did not receive the request.
2. A second request, if needed, will inform the student of a second date and time within which the appointment must be carried out and informs hem/her that if it is not completed as requested, he/she may be suspended from classes 24 hours after the date listed for completion of request.
3. If the student does not respond properly to the second request, each of his or her professors will receive a notice informing them not to allow that student admittance to class until the student presents a readmittance slip.

ATTENDANCE AT COLLEGE FUNCTIONS

(Action by Office of Student Affairs)

The Board of Trustees has passed the following resolutions:

"That the Board of Trustees affirm its conviction that corporate worship is an essential feature of the life of a Christian academic community, that participation in worship is an important element in the student's educational experience in a church college."

"That the Board of Trustees instruct the administration and faculty that chapel be conducted each week as an act of corporate worship by the college community. That faculty and staff be urged to attend regularly and that students be required to attend. That faculty, staff, and students be urged to gather for corporate worship on the Lord's Day."

Students are urged to attend regularly the church of their choice--Sunday evening vesper services, and prayer meeting. (No student meeting or athletic even is to be scheduled at the time of the weekly Wednesday night Montreat Presbyterian Church prayer meeting--7:00 p.m. to 8:00 p.m.).

As part of the Montreat-Anderson College way of life, all resident students shall attend General Studies and upon satisfactory completion shall receive one-half credit each semester.

Unless you have successfully completed the minimum requirements of General Studies, you should attend both convocation and chapel regularly until you reach the minimum requirements which are 10 by mid-term and 20 by final exams.

a. Chapel services (as sceduled)
b. College convocations (as scheduled)
c. Official college functions (as announced)

Students who overcut will receive written notice and be required to make up absences if appropriate.

Although no excused absences are allowed, a maximum of four absences may be made up prior to the end of the semester.

Day students shall be present at official college functions.

Freshmen and new students are required to attend scheduled orientation meetings.

CHAPEL/CONVOCATION REQUIREMENTS

(Action by the Vice President/Dean of the College and Associate Dean for Student Affairs)

In order to hold students accountable for misconduct in chapel or convocation, the following regulations have been established:

1. All staff, faculty, or student leaders have the authority to remove a chapel/convocation slip from a student whose behavior is inappropriate. The student may also be asked to leave if necessary.
2. When a student's chapel/convocation slip is removed, that chapel or convocation CANNOT be made up. And, the lowering of ONE LETTER GRADE per slip removed will take place at the end of a given semester AFTER the chapel/convocation grade is calculated by the registrar.
3. At the discretion of the office of Academic Affairs the student may be permitted to make up 4 missed chapel/convocation periods, NOT due to disciplinary action, as is necessary to fulfill the attendance requirement.

DORM LIVING

RESIDENT DIRECTOR

To assist residents in developing healthy self-governance, the college provides each hall with a resident director along with the resident assistant. The RD lives in the apartment located on the first floor and is available for personal counseling as well as consultation in matters pertaining to the operation of the dormitory. His/Her selection is based on qualifications that include a model of Christian character, a demonstrated ability to administer organizational programs and a pronounced interest in working with college students.

RESIDENT DIRECTORS

Resident assistants are selected each spring to work with students on a given floor in each dormitory for the following year. They have the meaningful challenge of helping to involve fellow students in a variety of activities and experiences designed to make resident living more conducive to healthy growth and development. Therefore, they are selected in part on the basis of their Christian

witness, their ability to manage their own affairs while helping to organize the affairs of the dorm, and a demonstrated rapport with fellow students. RAs are available to help you with personal problems, for guidance and support.

ISSUANCE OF KEYS

Each student is given a key to his room before he moves into it. To receive the key, you must acknowledge receipt of your key in writing. Failure to return your room key or loss of key when checking out of your room will incur a charge of $5.00 and the withholding of grades/transcripts until the charge is paid. If a key is lost during the school year, let your resident director know and he will have it replaced. **Keep your door locked at all times when you are away from your room.** The college cannot be resonsible for the loss of students' personal belongings from their rooms.

ROOM FURNISHINGS

All residence halls are furnished with single beds, chairs, desks, dressers or drawer space, and clothes closets. **Each student must provide his own wastebasket, linens, blankets and pillows.** Some students find it desirable to bring with them a bookcase and an additional study lamp. Curtains or blinds are provided in each room.

Window dimensions are:

MA Hall — **width--97'' and height--57'' closets use long curtain size (approximate size of shower curtain)**

McGregor — **width--74'' and height--62''**

All furniture is to remain in each assigned room. No lofts are permitted to be built in dorm rooms.

OCCUPANCY OF ROOMS

Students are asked to check the college's calendar regarding their dates of arrival on campus. **PLEASE do not arrive early!** There will be a $25 fine per each day a student arrives early.

Keys for rooms **will not be issued** prior to the opening of the dormitories.

There are certain college holidays when the residence halls are closed. Prior to the beginning of these holidays, the director of residence life, in consultation with the college administration, will set a time and date when the buildings must be vacated. These college holidays are:

Fall mid-term break
Thanksgiving holiday
Christmas holiday
Spring mid-term break

During holidays, students may leave their clothes and personal items in the building. Prior to summer school, all personal property must be removed from the building. There are no storage facilities available on campus. The college cannot be responsible for any personal property in the residence halls at any time. The college reserves the right to use the residence halls during college holidays for the purpose of college housing.

PRIVATE ROOMS

Private rooms will cost $302.50 per semester plus the normal charge for a room which is $605.00 per semester. A private room is available only on the basis that such rooms exist after all students have been housed. Should a double room lose one of its occupants during a semester, you will be asked to consolidate within two weeks or pay the additional charge for a private room. This creates a standard of equity for students already renting private rooms.

ROOM CHANGES AND CONSOLIDATION OF ROOM

No person may take up residence without having been assigned a room. Failure to abide by this rule will result in a $10 fine. Room changes are discouraged but may be permitted after two full weeks of a semester have elapsed. To initiate a change, secure a "Resident Hall Room Change Request" form from the director of residence life is required before the new room assignment is effective.) Your resident director will notify you of the decision concerning your room change.

RENTER'S INSURANCE

Some students' valuables and belongings are covered for loss and theft by their families' homeowner's insurance policy. It is advised that each student inquire as to whether he is covered by such a policy. If not, it is highly recommended that a "renter's insurance policy" be purchased through a local insurance company or before he arrives on campus. Such a policy can be purchased for a reasonable amount.

ROOM SAFETY AND APPLIANCES

Due to health and safety regulations, no multiple electrical outlets may be added to existing sockets. you may use hot pots, popcorn poppers and compact microwaves, but **no ovens or hot plates** may be used for cooking. Refrigerators must be disconnected during vacation periods and **all** food must be removed. No other cooking is allowed in dormitory rooms.

If students desire to supplement heat in rooms, consult your resident director for permission.

ROOM DECORATIONS

(Action by Dorm Council)

It is expected that the student will display on the walls of the rooms, the doors, and the hallways only such pictures and decorations as are in accord with the ideals and moral standards of the college. Therefore, offensive pictures or decorations such as nudity, illegal drugs, alcoholic beverages, satanic decorations, or street signs may not be displayed within the room or in the window. Such observations should be reported to the resident director of the particular dormitory. R.D's and R.A.'s reserve the right to confiscate inappropriate material.

ROOM CLEANLINESS

Room inspections are held periodically.

It is expected that you clean your room regularly. Do not sweep trash into the hall and leave it there. If a student's room fails to pass room inspection, he/she is given 24 hours to make it acceptable or receive room restriction until it is acceptable.

If you have any food in your room, keep it in a tightly-closed container.

The janitorial staff is responsible only for the public restroom facilities, lobby and public areas of the residence halls. Private and semi-private baths must be cleaned at least **weekly** by students.

ROOM DAMAGES

Occupants of dormitory rooms will be responsible for the condition of the room and its contents, including furniture, floors, walls, windows, doors, closets, carpet, etc.

Do not place posters on the walls with nails, glue, double stick foam or putty. USE ONLY MASKING TAPE. No nails are to be driven in the walls or woodwork for any reason.

Do not write or draw on college property.

Any damage to school property will result in a fine and possibly disciplinary action.

No furniture is to be moved out of the dormitory rooms. Also, furniture in your room which is bolted or secured to walls or floors is not to be moved out of its original position.

ROOM ENTRY

The college reserves the right to enter a student's room for purposes of housekeeping inspection or for making repairs. (When authorized personnel do enter a student's room, every attempt will be made to contact the occupants to enable them to be present at the time of entry. This right does not include the privilege of searching the student's room *unless* the student gives permission, **or** unless a member of the administration or their representative is present.)

ROOM SEARCH AND SEIZURE

(Action by the Associate Dean for Student Affairs)

the administration reserves the right to allow deans, resident directors, resident assistants and other designated personnel to enter any dormitory room, whether occupied or not. It shall not be necessary for any of the above mentioned employees to refrain from entering a student's room without invitation. Rooms must be inspected regularly to assess their cleanliness and other health standards established by law. No room will be searched or any materials seized except illegal goods or stolen property without the presence of a member of the adminstration or their representative present, or without the consent of the occupants(s).

SMOKING POLICIES

(Action by Office of Student Affairs)

Although there is strong evidence that smoking is hazardous to one's health, the college allows individuals to decide for themselves whether or not to smoke. These smoking policies include all forms of use of tobacco. There are certain places, and under certain circumstances, that tobacco shall be regulated.

Smoking and the use of chewing tobacco are PROHIBITED in the following areas: Belk Campus Center, ALL Classrooms, Library (smoking is ONLY permitted in the lower lounge), Science Building, Gymnasium, Student Health Center, Elevators, Dorm Lobbies and Hallways.

Students, staff and faculty are asked to refrain from smoking in the

lobby and halls of Gaither. In addition, smokers should consistently be aware of the rights of non-smokers so as not to cause irritation, discomfort, or a health hazard.

NOISE LEVELS

Dormitories are to be reasonably quiet at all times; very quiet during study hours Monday through Thursday and after 11:00 p.m. every night. Excessive noise from stereos will not be tolerated and students may lose the right to use them. Students should honor the request of other students or staff to turn down their stereo.

PETS

Pets of all descriptions are prohibited from the residence halls except fish with a maximum 10-gallon aquarium.

TELEVISION

Use care and judgment in regulating the television set. **Priority for control is given to the residents of that dormitory.** Show consideration in adjusting the volume so that noise does not become a problem to others who choose not to watch TV. Please respect the wishes and rights of others in the lounge--both TV viewers and non-viewers.

TELEPHONES

All of the floors in the dormitories have public pay phones. Phone numbers are listed on the last page of this handbook.

All calls should be held to a minimum out of consideration for others. Failure to observe this limit may result in dorm council action.

Residents are permitted telephone installations in their own rooms at the resident's expense. The resident director and associate dean for student affairs must be notified before the telephone is installed.

BULLETIN BOARDS

The resident director has the responsibility of determining what items are appropriate to be placed on the dorm bulletin boards.

KITCHEN

If you plan to use the kitchen in MA Hall, Davis or McGregor Hall, please clean it thoroughly when you are finished. you are responsible for cleaning and storing the pots and pans you use. **If kitchens are not kept clean, they will have to be closed and locked.**

DORM HOURS

(Quiet Hours, Study Hall, Curfew, and Locking Up)

Quiet Hours are from 7:00 to 9:00 p.m. Monday through Thursday and from 11:00 p.m. to 7:00 a.m. nightly.

Study Hall must be observed from 7:00 to 9:00 p.m. Monday through Thursday either in one's dorm room or in the library. All first-semester freshmen, sophomores, juniors, seniors, and students on academic probation must observe study hall until midterm grades are determined. After midterm grades are determined, required study hall applies only to students on academic probation, disciplinary probation, and those freshmen receiving **two or more unsatisfactory grades** at midterm. Absences from study hall must be approved in advance by a resident assistant or the resident director.

Curfew is as follows:
All 1st semester freshmen under the age of 21:

Sunday-Thursday
12:00 midnight

Friday & Saturday
1:00 a.m.

Second semester freshmen who have below a 2.0 QPA these hours:

Sunday-Thursday
12:00 midnight

Friday & Saturday
1:00 a.m.

Sophomores, juniors, seniors and second semester freshmen have **NO CURFEW.**
Exception: students on academic probation - curfew is as stated above.

Students wishing to take late permissions must arrange this in advance with their resident director. No late permission shall be granted for the night when the request comes after 11:00 p.m. unless it is an unavoidable emergency. Students on academic and/or disciplinary probation may not have late permissions. The dormitories will be locked after the latest curfew. Freshmen students, unless they have late permission or permission to be out overnight, are expected to be in before the doors are locked and to remain in the dormitory until 7:00 a.m.

Freshmen students who exceed the curfew time stated above are subject to punishment for excessive late minutes. Names will be reported to the associate dean for student affairs.

Sophomores, juniors, seniors and second semester freshmen not on A.P. will be permitted to have personal judgement regarding curfew. They will have the responsibility to manage their time in a manner which takes into account the time needed to get adequate rest and maintain their academic pursuits.

OPEN HOUSE RULES

(9:00-11:00 p.m.)

1. Visitor must sign in at the front desk and turn in school ID.

2. The visitor must realize that the host or hostess is responsible for the conduct in their room.

3. Door must be kept wide open at all times.

4. The noise level should be kept at minimum.

5. There will be student leaders or RAs on duty at all times--one on each hall and one sitting desk.

6. The visitor may **only** enter through the front entrance.

The date and time will be posted in each dorm and on the bulletin boards in Gaither, Belk Center, and in the weekly "Activity Sheet."

VISITING IN DORMITORIES

All dormitories in Montreat-Anderson College are single-sex except for lobbies. The **Exception** is McGregor, which is a junior/senior dorm. The floors are off-limits to members of the opposite sex except during official open houses or by special permission of the resident director.

Visitors are to observe regulations for visiting hours in each dormitory. Proper entrance is through the front door leading to the lobby. Fire escapes and/or windows may not be used except for emergencies.

The lobbies in the dormitories are open from 10:00 a.m. to 12 midnight Sunday-Thursday and 10:00 a.m. to 1:00 a.m. Friday and Saturday. Exception is made when dates wish to meet for church on Sunday morning.

Students are to call for their dates in the lobby of the dormitory. All dorms have an intercom system - except Davis Hall for this. Students are expected to use discretion and good taste in their dating conduct in the public areas of residence halls as well as on the campus.

OVERNIGHT GUESTS POLICY

All guests who stay overnight on campus must register with the resident director and/or dorm president in the dormitory where they plan to stay. each guest will fill out a registration card. If the guest has a car it should be registered with the dorm resident director. You are responsible for your guest as long as he/she is staying with you.
Any student who houses a guest and fails to have them register is subject to receiving a warning. All guests must conduct themselves in accordance with the college regulations.

Having overnight guests during the week is discouraged. However, if you do wish to have a guest during the week, permission must be obtained from your resident director.

FRESHMEN OVERNIGHT RESTRICTION

during the first three weeks of the orientation period at the beginning of the college year, freshmen are not allowed to leave for an overnight.

After the first three weeks of the orientation period, students may use their discretion in choosing the number of weekends away from the campus.

OVERNIGHTS

(Both Male and Female Students)

Students on academic probation and first semester freshmen shall not take overnights Sunday-Thursday. Exceptions must be approved by the associate dean for student affairs. Students are not allowed Sunday through Thursday to spend the night in another dorm without permission from the resident director or resident assistant. Overnight permissions, except as previously restricted, are managed on an individual basis between the resident director and students through forms mailed home during the summer whereby a policy is established with the parents' written permission. Generally, overnight permission should be limited to once per week excluding weekends. Freshmen may not sign out overnight for the first three weeks.

False information or failure to sign out for overnight departure will result in disciplinary action.

SIGNING IN AND OUT

Any freshman or student on academic probation anticipating being off campus in the late evening must sign out with an RA before leaving. When returning to the dormitory, the student should sign in the time of return. If tardiness is unavoidable, the student must call the resident director prior to curfew time to make arrangements to be let in late.

Freshmen students may not sign in until their dates hasve left the dormitory. Any lateness beyond the curfew hour (by the clock in the lobby) will be recorded and will result in disciplinary action when more than 15 minutes have been accumulated during one semester. Late minutes do not carry over from one semester to the next.

Juniors and senior are not required to sign out, but may volunteer to do so.

INVENTORY CHECKLIST

The residents of each room are responsible for filling out a room checklist immediately after moving into their room. Any damage or missing furniture not indicated on this form will be chargeable to the room occupants at the time of room change or final checkout.

Rooms must be left clean at the beginning of vacations and at the end of the year when students checkout. Failure to do so will mean a charge.

ROOM CHECK-OUT

After all personal possessions are removed, a student is to check out with his/her resident director for a final room inspection. Each room is expected to be clean and have the furniture in its original place when you leave. Any damages to a room will be listed and checked against the inventory you filled out when you moved into the room. Failure to have your resident director check you out can result in the withholding of your grades/transcripts, and loss of your room deposit.

ROOM CHARGE REFUND

After registration, room charges for residence halls will not be refunded.

ROOM DEPOSITS

All receipts apply to any existing balance a student may have. A room deposit can only be made **after** the student is fully paid.

McGREGOR JUNIOR/SENIOR RESIDENCE HALL

Qualifications: In order to be a McGregor resient, one must:
1) Be a junior or senior with credit hours and junior or senior class status, as stated in the college catalogue.
2) Be of age 21 or over regardless of class status.
Exception (women only): The exception is if Montreat-Anderson Hall is near capacity and there is need for additional space for underclassmen on the second floor of McGregor Hall.
Stipulations:
1) One must be a sophomore having attended M-AC at least two semesters.

2) Must be approved by: Associate Dean for Student Affairs, Director of Residence Life, Resident Director of McGregor Hall.
3) Priority to live in McGregor will be given to upperclassmen and students 21 and older prior to the beginning of each semester.
4) All sophomore residents are under the same rules and regulations as sophomores in the other dorms.
5) Among sophomore residents priority will be granted to those with longest residency.

Signing In and Out: Overnight departures can be arranged seven days a week but must be approved and signed out for by the resident director or resident assistant **no later than 11:00 p.m.** This is to ensure the college's ability to locate and contact a student in the event of an emergency.

False information or failure to sign out for an overnight will result in disciplinary action. Juniors and seniors will be expected to uphold Christian ethics and model such before their peers.

It shall be required that each upperclassman in McGregor keep a message board on his dormitory room door and leave information as to his whereabouts when leaving campus. The purpose for this requirment is to keep adequate communication among the hall residents.

Quiet Hours: In order to maintain an atmosphere conducive to study, quiet hours will be observed Sunday through Thursday evenings from 7:00 p.m. until 7: a.m. with the exception of open house. Open house shall not be scheduled more frequently than once per week and not prior to exams.*

Study hall hours are not required of upperclasmen except for those on academic probation, disciplinary probation, or are a first semester student.

***Open House:** Upperclassmen may schedule one open house per week on an evening which the majority of the dorm selects. The hours shall be from 9:00 to 11:00 p.m. and regular "open house" rules apply.

NON-DORMITORY LIVING

(Action by Office of Student Affairs)

All students under the age of 21 are required to register as dormitory residents unless they are married or commuting students living with their family, or when because of special circumstances, some other arrangement has been made with the office of student affairs.

Members of the opposite sex shall be allowed to visit students off campus, as long as they comply with **all** other rules in the handbook. Day students' domociles shall not be used as a substitute for a motel, nor shall it be looked at as a residence where students may engage in **any** activity which would be detrimental to the school or the school's character. Any breach of this shall result in immediate disciplinary action by the associate dean for student affairs.

STUDENT ACTIVITIES

EXTRACURRICULAR PARTICIPATION

(Action by the Associate Dean for Student Affairs)

All students in good standing are permitted to participate in extracurricular activities. Students on academic probation or disciplinary probation may not participate in major extracurricular activities if they require participation more than once a week. Intramural sports are exempt from this regulation. The NJCAA standard for eligibility to participate in athletics shall be followed for all varsity sports.

Membership in clubs and organizations varies depending upon type of activity. The eligibility requirements for participation in each of these is established by an advisor or coach at the beginning of each year or season. Generally, tryouts are conducted where talent is a prerequisite.

ELECTION OF OFFICERS

(Action by the Associate Dean for Student Affairs)

Student leaders are encouraged to campaign actively and seek election of office in campus clubs and organizations. However, winners of major offices may not be chosen resident assistants and/or dorm presidents. Students are discouraged from holding more than one major office on campus. This policy will help protect the student's academic pursuits and participation in other activities.

ACADEMIC QUALIFICATIONS FOR STUDENT LEADERS

(Action by the Associate Dean for Student Affairs and Faculty)

It is required that all students holding major offices have a 2.75 QPA. All minor offices are required to have a 2.5 QPA at the time of the election and maintain it until the end of their term of office. Resident Assistants should have a 2.5 QPA but will be considered with a minimum of a 2.25 QPA.

No student can remain in office who is placed on academic probation or disciplinary probation. Exceptions to this provision shall be made only by the associate dean for student affairs.

NEW ORGANIZATIONS

(Action by the Office of Student Affairs)

The college does not approve of secret organizations, social fraternities, or sororities of any kind or of special groups whose membership is limited other than by interest.

A new organization (i.e. one not included in the list of clubs and organizations) may be authorized provided correct procedures are followed as established by the student affairs' office.

MEETINGS

All meetings should be conducted by parliamentary procedure.

Because of the importance of full student participation and the difficulty of group planning with only partial membership present, attendance will be required for the following:

Official college convocations--
two or three

Hall meetings
Dormitory meetings

An excuse for absence from the above meetings must be obtained from the respective president before the meeting.

INTRAMURAL/ VARSITY SPORTS OPPORTUNITIES

Montreat-Anderson attempts to provide extracurricular sporting opportunities for all students. M-AC sponsors a number of varsity sports which include soccer, women's volleyball, men's and women's tennis and basketball, softball, and baseball. All M-AC students are welcome to try-out for any of these teams. In addition to varsity sports the Intramural department offers sports ranging from ping-pong and billiards to softball and basketball, any of which may be co-ed. The Intramural department is open to suggestions and will offer additional activities when enough interest is shown.

CAMPUS LIVING

ALCOHOLIC BEVERAGES

Montreat-Anderson College is opposed as a matter of principle to the use of alcoholic beverages by students.

Because of the diversity in students' Christian convictions regarding alcohol use; the presence of students who struggle with substance abuse and addiction; and, because M-AC student leaders must model unquestionable behavior before their peers, the college administration expects that all student leaders refrain from using alcohol even if 21 years or older while enrolled as a student at Montreat-Anderson College. This would not apply to a student leader when at home with family. However, it is hoped every M-AC student would diligently seek to be the very best representative of the college on or off campus.

The North Carolina Safe Roads Act prohibits students under age 21 from the purchasing, possessing or consumption (which includes being under the influence) of alcoholic beverages.

Students are responsible for seeing that their guests and/or dates abide by the regulations.

Any misconduct by a student involving the use of alcoholic beverages whether ON or OFF campus will result in a minimum of disciplinary probation or a maximum of expulsion.

Off-campus consumption that adversly reflects upon the college will result in disciplinary action. The above regulations apply equally to day students.

POSSESSION OR USE OF ILLEGAL DRUGS

(Action by the Administrative Committee)

Students who possess, consume, or sell any drug, on or off campus, are in serious violation of college regulations. Such persons denying charges will be tried by the administrative committee. The administrative committee will have the responsibility to review all cases concerning drugs. Burning of incense in the residence halls is prohibited. Action will range from rehabilitative consultation to expulsion.

WEAPONS AND EXPLOSIONS

(Action by Office of Student Affairs)

The possession of firearms, BB guns, bows, pellet guns, air guns, knives, butterfly knives, firecrackers, or explosives of any kind is prohibited on campus. ALL hunting guns and bow and arrows MUST be checked in with the Resident Director at the beginning of each semester.

PORNOGRAPHIC MATERIAL

The possession of any pornographic material by students is prohibited (including posters and such magazines as, e.g., "Playboy", "Playgirl", etc.).

HAZING

(Action by Honor Court)

Any type of physical (fighting) or verbal abuse, violence, punishment, humiliation, or intimidation by any student of another is forbidden! It is also understood that abusive and profane language is not permitted and will result in disciplinary action which may include suspension from college.

GAMBLING

(Action by Honor Court)

Gambling by students is forbidden.

FIRE EQUIPMENT

(Action by the Office of Student Affairs)

Fire alarms and fire extinguishers are place throughout the college buildings for the security of the community and in order to meet insurance regulations. The associate dean for student affairs will impose severe discipline on any student who makes unauthorized use of or interferes in any way with the efficient functioning of this equipment, the result of which could jeopardize the safety and lives of other students.

BUILDING ROOFTOPS

(Action by the Office of Student Affairs)

All campus building rooftops are strictly off limits to all students. Students found on rooftops for ANY unauthorized purpose will be placed on disciplinary probation for a minimum of one week.

DISCIPLINARY PROBATION

Disciplinary probation will vary in the number of days depending upon the violation. The conditions are:

1. You must keep study hall hours from 7:00 to 9:00 p.m. Monday through Thursday.
2. You must remain in your room from 7:00 p.m. to 7:00 a.m. without visitors.
3. You may take no overnight permissions.
4. You may not use, loan, or borrow a motorized vehicle on campus.
5. You may not represent the college in any activity.
6. Disciplinary probation cannot be appealed.

DISCIPLINARY SUSPENSION

(Action by the Associate Dean for Student Affairs)

The administration seeks to handle student misconduct in a redemptive manner where possible. The goal is for the student to learn from his or

her mistakes and reconcile behavior with the college's expectations.

The administration reserves the right to suspend or require students to withdraw from Montreat-Anderson College for reasons of serious misconduct or failure to comply with the basic principles and purposes of the college. The administration further reserves the right to suspend students whose character and morals are not in keeeping with the ideals of a Christian college or whose influence is detrimental to it. The duration of suspension may range from one week for lesser violations to permanent expulsion for major offenses. There will be no refund when dismissed for disciplinary reasons.

OFF-CAMPUS CONVICTIONS

(Action by Administrative Committee)

Any student convicted in public court of law will be subject to investigation and possible disciplinary action.

SEXUAL BEHAVIOR

(Action by the Associate Dean for Student Affairs)

Students shall uphold the Christian philosophy of Montreat-Anderson College by exemplifying proper forms of behavior. Students are therefore expected to refrain from petting and from extramarital intercourse. All forms of homosexuality or perversion are contrary to God's laws and are therefore unacceptable forms of behavior. Violators will be heard by the associate dean for student affairs. Persons found guilty may be suspended from the college. Appeals may be submitted in writing within 24 hours to the chairman of the administrative committee.

Students should possess high social ideals in their respect of others and in deciding the limits of personal intimacy. Friendly hugs and kisses should not become passionate forms that might embarrass oneself and surely irritate others. Violators will be heard by the associate dean for student affairs. Persons found guilty can be placed on disciplinary probation for the first offense. The second offense will may result in permanent suspension from the college.

MOTEL REGULATIONS

Resident students under the age of 21 are not permitted to sign out to a place of public accommodation unless circumstances require, in any case written permission must be secured from the resident director and from parents at least 24 hours before time of departure.

In no cases may students take overnights nor host parties in accommodations (e.g. motels and hotels). Married students are also not to host such parties and include unmarried students of either sex at outside accommodations or public facilities such as motels, etc.

PROHIBITED AREAS

The road and area immediately behind Davis, McGregor, and Montreat-Anderson dormitories are off limits to members of the opposite sex at all times. Vehicle traffic is prohibited in the area behind McGregor and MA-Hall.

LAKE SUSAN

This small lake located in the center of campus is primarily a beauty spot and used for boating and

fishing only. Swimming and sunbathing are not allowed at the lake. Students must also stay off the lake when frozen. Students must not engage in throwing one another in the lake. Disciplinary action may be necessary in order to avoid injuries.

SUNBATHING

Sunbathing is permitted in the following areas: swimming pool and the athletic field. It is not allowed on the roofs of any building.

DRESS REGULATION

The Student Government Association does not feel that it should regulate individual modes of dress. However, reasonable discretion in clothing and appearance is expected of all students. Appropriate attire is recommended to show due respect for those guests coming on campus and dining in the cafeteria.

Students are to refrain from wearing clothing that advertises offensive products, alcoholic beverages, drugs, or slogans.

By action of the faculty, 'bermuda-type' shorts **may** be worn to class but **not** to chapel, convocation, or to a designated official college function.

Caps, ripped jeans, and mini skirts are not allowed in class, chapel, convocation or to a designated college function.

Weather permitting, students may go barefoot on campus, with the exception of classes, Gaither Hall, and the Cafeteria.

Bathing suits may be worn only in designated areas for swimming or sunbathing.

DAMAGE TO COLLEGE PROPERTY

(See College Regulations, Respect for Property)

Resident students are held responsible for any damage to their room or dormitory, and damage charges will be made to the occupant involved.

All students are responsible for college property and will be held accountable.

RESPECT FOR PROPERTY

(Action by the Administration Committee)

It is expected that each student will keep the room he/she occupies clean and orderly. Upon written notice, students with unclean rooms will be given 24 hours to remedy the situation. Rooms will be inspected regularly by the resident director and the resident assistant(s) and a report made to the Director of Residence Life of students who are habitual offenders. Habitual offenders will be reported to the Associate Dean for Student Affairs for further disciplinary action.

Any damage to a room or its furnishings will be paid by the student involved, if known, or by the students occupying the room.

Damage to any part of one of the college dormitories (other than the individual student rooms) must be shared equally by all residents of the particular dormitory involved when the responsible party or parties are not apprehended. The proportionate share shall be the total cost of the repairs of replacements divided by the total number of residents in the given dormitory at the time of the damage or destruction.

Any student guilty of vandalism (deliberate destruction of property), shall be subject to disciplinary action by the administrative committee. He/She shall be subject to disciplinary probation, suspension, or expulsion. In every case in which his/her parents are providing financial support, they shall be informed of the offense and the action taken.

Property and buildings on or near campus not owned or supervised by the college are off limits to the student unless written permission has been given from the owner with prior approval from the student affairs' office.

The vending machines are not to be tampered with or abused. Exercise good judgment in using them. If a machine does not work, report the matter to your resident director and place an out-of-order sign on it.

Students are to observe the property rights of others. Violation is an Honor Court Offence.

"Do Not Disturb" signs are to be respected and failure to do so will result in Disciplinary Action.

The lobbies are for the enjoyment and relaxation of residents and guests. Please keep them clean and respect the rights of others.

The damage or removal of lobby/lounge furniture is not permitted. Persons caught will be disciplined and may be prosecuted.

During visiting hours in the lobby/lounge, please wear appropriate clothing. Night attire such as robes etc. are not to be worn until after closing hours.

GENERAL BEHAVIOR

(Action by the Administrative Committee)

At Montreat-Anderson College the individual is given as much freedom in the exercise of his rights and responsibilities as is consistent with the well-being of the entire college community. However, the college reserves the right to suspend or dismiss any student whose character and morals are not consistent with the ideals of the college whether on or off campus.

CAR REGULATIONS

(Action by Office of Student Affairs)

All student automobiles or other motorized vehicles (whether operated by resident or day students) shall be registered with the student affairs' office. Upon registration, the student will be issued a bumper sticker.

Vehicles without a sticker may not park on the college premises. First violations are a $5.00 fine.

When a student receives a parking permit, he is expected to allow his car to be searched by the security officers or by **an authorized officer of the college administration.** Refusal to allow a car to be searched will result in the revocation of the student's right to keep a car on campus.

Students on disciplinary probation may not loan, borrow or use a car or motorized vehicle on campus. Students on academic probation may use vehicles only on weekends beginning after last class on Friday--before first class on Monday.

All other resident students may have a car on campus provided they secure a bumper sticker from the office of student affairs. Any vehicle issued a permit for campus use must be the possession of the student making application or of someone in the immediate family of that student. Once a permit has been issued to a vehicle, that permit may not be

transferred to another vehicle.

Violations

A. Operation of a motor vehicle which causes a disturbance will constitute a violation, and will subject the driver to action by the associate dean for student affairs.

B. Driving a motor vehicle carelessly or driving under the influence of alsohol will constitute a violation, and will subject the driver to action by the associate dean for student affairs.

C. Failure to pay fines within three days of receiving a citation will result in an additional $3.00 penalty. If suitable arrangements to pay, or if the payment has not been made within 15 days, the parking permit of the offender will be revoked.

Responsibility

A. The person in whose name a vehicle is registered at Montreat-Anderson College will be held responsible for any violation involving the vehicle incurred by the registrant or other operators.

B. Montreat-Anderson College cannot assume responsibility for any motor vehicle or its contents.

Parking

A. Resident students are to park in spaces designated by the college nearest their dorms.

B. Faculty, staff and day students are to park in areas so designated.

C. Students are not to park in visitor space or on private property.

D. Day students and visitors should park in area across the street in front of Belk Campus Center.

FILM AND MEDIA REVIEW

Montreat-Anderson College endeavors to promote spiritual, physical, intellectual and social growth for students. One dimension of the social and intellectual programming involves the presentation of films and videos.

A reviewing and recommending body consists of the director of student activities, members of the student activities committee and a resident director. This body carefully considers the moral, intellectual, spiritual, and social impact of films and videos when choosing films:videos to be shown to the student body. Also important are the public status and reputation of the student body and Montreat-Anderson college, the outside considerations such as the conditions surrounding the showing and advertising of the film/video.

G-rated films are approved without review. PG-rated films will be approved subject to supporting information that can be found concerning the morally objectionable segments. There must be sufficient social and intellectual value in showing the films. R-rated films are considered inappropriate for campus viewing.

The same principles of concern for the appropriateness of the film/video to be presented must be met by the residence halls, clubs, organizations, staff, faculty, administration, and individual students in both public and private areas of the college campus.

FUND-RAISING AND SOLICITATION POLICY

All fund-raising projects and solicitations on campus must be approved in advance by both the Student Government Association and the Associate Dean for Student Affairs. Normally, the student activity fee is expected to cover the cost of student organizations and activities.

SOLICITATION POLICY

Off-campus salesmen are not permitted to sell door-to-door. Any door-to-door soliciting of this type should be reported immediately to your resident director and appropriate action will be taken by the associate dean for student affairs.

FOOD SERVICE POLICIES

(Action by the Office of Student Affairs)

The college is under contract with Epicure Management Services, Inc. for food services. All resident students are required to take the college cafeteria food plan. Generally, no line cutting by students is permitted. Faculty and staff also are expected to refrain from cutting line except in unusual circumstances. Taking utensils from the cafeteria without permission is an Honor Council offense.

I.D. cards are required to be shown prior to each meal.

Each student is entitled to seconds except on certain main course items such as meats. All portions of food are on a personal consumption basis. A student may not elect to give portions of food to others.

Any misconduct or abuse of the above regulations may result in disciplinary action by the associate dean for student affairs. Any recommendations or suggestions regarding food service should be made directly to the manager of the food service or the Student Government Association Food Committee.

THE HONOR CODE

Under the Honor Code, you, the student, are on your honor not to lie, cheat, or steal, and, if you do, you are on your honor to report yourself within 24 hours to a member of the Honor Council. If you see another student lying, cheating or stealing, you are on your honor to report him, with the option of asking him to report himself to a member of the Honor Council or to report him to an employee of the college.

The Honor Code places upon you a dual responsibility. First you are responsible to see that you conduct yourself in accordance with the Honor Code. Secondly, you also are responsible insofar as possible to see that your fellow students do likewise. This system places considerable responsibility for self government on the students themselves. This college believes that mature students are capable of handling this serious responsibility. You are the governing system and you are responsible for its success.

THE HONOR PLEDGE:

I PLEDGE WITH GOD'S HELP TO UPHOLD THE HONOR CODE OF MONTREAT-ANDERSON COLLEGE. I STATE MY ACCEPTANCE OF THE PRINCIPLES EXPRESSED IN THIS HONOR SYSTEM AND PLEDGE TO LIVE SO AS TO MAKE IT MEANINGFUL TO MYSELF AND TO THE COLLEGE COMMUNITY.

THE HONOR SYSTEM

Life at Montreat-Anderson College is based on the belief that the ideal community is made up of honorable individuals. Mutual trust and consideration are esential to such a community, and it is for these that we strive.

Each student and faculty member has a responsibility for himself and for every other member of the college community. The failure of one person to live honorably is in part the failure of all. The movement of one individual toward complete understanding of Christian living is a step toward honorable living for the whole college.

For this reason the students at Montreat-Anderson have accepted the "Honor System," under which each student agrees to try to discipline his own life and to be ready to help all others to discipline their lives toward the goal of a community in which each member will merit trust and respect. It is in large part due to the acceptance by faculty and students of the Honor System as a way of life, that the "Spirit of Montreat" is a reality, not only on the campus, but wherever former Montreat students are found.

Composed of students and faculty advisors, the Honor Court is principally interested in help for offenders of the Honor Code, rather than in punishment. Although fellow students might prefer to counsel rather than report those who fail to uphold the Honor Code, it is important that the responsibility for deciding upon what is best for the student and the school rest with the Honor Court, which has been charged with dealing with weaknesses in the community.

STUDENT JUDICIAL SYSTEM

(excerpt from SGA Constitution)

ARTICLE V
JUDICIAL BRANCH

SECTION 1 - HONOR COURT

A. Membership

The Judicial Branch of the SGA shall consist of the Honor Court and Dormitory Councils.

B. Duties

The duties of the Honor Court shall be to hear evidence concerning and to take action on all cases referred to it by the Associate Dean of Student Affairs or involving serious violations of school rules and all violations of the Honor Code and to view cases from other courts regarding disciplinary probation, suspension, expulsion, or request to withdraw. Cases may be appealed to the Honor Court by a Defendant so long as he/she makes his/her appeal in writing, within twenty-four hours of the sentencing by the court of original jurisdiction; or, in case a defendent's appeal to the Honor Court is based on the development of new evidence relevant to his/her case, it may be made at any time during the course of the sentence given by the court of original jurisdiction because of their inability to enforce such sentences, or because of the ineffectiveness of such sentences in reforming the behavior of the offending individuals. If an appeal

from either quarter be presented, the sentence of the court of original jurisdiction shall be suspended, pending the verdict of the Honor Court. The Honor Court shall also present a monthly statement to the SGA Legislature and the Administrative Committee detailing the number and the types of cases handled. The Honor Court shall have the authority to decide all questions involving interpretation of the SGA Constitution and of College regulations. Interpretations of College regulations are subject to review by the Administrative Committee.

C. Qualifications

- President- A rising Sophomore, Junior, or Senior who has attended Montreat-Anderson College the two previous semesters to be elected in the spring.
- Vice-President and Secretary-One male and one female candidate for each office to be elected in the spring. Must have attended Montreat-Anderson College the two previous semesters.
- Sophomore Class Representative- To be elected in the spring and must have attended Montreat-Anderson College the two previous semesters.
- Junior Class Representative- To be elected in the spring and must have attended Montreat-Anderson College the two previous semesters.
- Senior Class Representative- To be elected in the spring and must have attended Montreat-Anderson College the two previous semesters.
- Two Freshman Representatives- One male and one female to be elected after mid-term grades are reported for the first semester. Those elected will serve until the mid-term reports of the following school year, at which time two new Freshman Representatives shall be elected. In the event one or both of these should be unable to serve the first nine weeks of the semester of the following year, the Honor Court will appoint qualified persons from the SGA Legislature to fill the temporary vacancy.
- Student Presenter - To be elected in the spring and must have attended Montreat-Anderson College the previous two semesters.

SECTION 2 - DUTIES OF Officers

1. President

a. To notify all members of the Honor Court of the time and place of meetings.
b. To familiarize the accused with Honor Court procedure.
c. To inform the accused of the nature and seriousness of the charge or charges against him/her.
d. To call and preside over all meetings of the Honor Court.
e. To report the decision of the Honor Court to the defendant and to the court of original jurisdiction.

2. Vice-President

a. To perform all duties of the President in his absence.
b. To assist the president in any way requested by the President.
c. To advise the accused of his/her rights.

3. Secretary

a. To record in detail all discussions

and decisions pertaining to each case.

b. To keep a permanent record of all cases handled by the Honor Court in the Associate Dean of Student Affairs' Office.

c. To submit in writing to both Deans and the SGA secretary copies of the decisions of the Honor Court within forty-eight hours of the meeting at which they are made.

4. Student Presenter

This student will be a non-voting member of the Honor Court.

a. To see that all data relevant to the cases under consideration is gathered.1

b. To inform the student under consideration, in writing, that he/she is to appear before the Honor Court.

c. To inform the President of the necessity to call a meeting.

d. To notify the accuser of the time and place of the meeting.

SECTION 3 - ACTIONS

A. Decisions

Decisions of the Honor Court shall be made by a majority vote. The Honor Court may uphold or overturn, and increase or decrease the decision of the court of original jurisdiction. The following are the decisions which may be made by the Honor Court:

1. Any sentence deemed appropriate but less than Disciplinary Probation. These sentences may not be appealed.

2. Disciplinary Probation conditions are:

a. You must keep study hall hours from 7:00 p.m. to 9:00 p.m. Monday through Thursday and may not have visitors from 7:00 p.m. to 7:00 a.m.

b. You may take no overnight permissions.

c. You may not represent the college in any sport or activity.

d. This sentence may not be appealed. (Day Students' punishment may be modified).

3. Requirement to Withdraw - Requires that the student withdraw at the end of the given semester or at a specified time. He may reapply at a future date (this being left to his own discretion). This sentence may be appealed to the Administrative Committee.

4. Suspension - Requires that the student leave the campus within twenty-four hours after the final dicision is made, and must not return for the specified time of the suspension. Further, suspension means that at a specified future date the suspended student is either eligible to return or eligible to apply for readmission. This may be appealed to the Administrative Committee.

5. Expulsion - Requires that the student leave the campus within twenty-four hours after the final sentencing, and must not return. Expulsion is for an indefinite time period. This sentence may be appealed to the Administrative Committee.

B. Rights of the Accused

1. A defendant appearing before the Honor court, or any other branch of the SGA Judiciary, cannot be required to testify against himself.

2. Once the Honor Court, or any other branch of the SGA Judiciary, has drawn a charge, the

Court is committed to that charge, and shall not commit itself to any other charge during the case. In the event that a violation other than the one under consideration is discovered by the Court, the Court shall view this as a separate matter, and shall not allow its discovery to prejudice its verdict.

3. A defendant appearing before the Honor Court, or any other branch of the SGA Judiciary, has the right to hear his accuser face to face.

C. Contempt of Court - Includes the following items. It shall be dealt with by the court of original jurisdiction.

1. Willful violation of a decision of a council.
2. Willful withholding of information from a council except in cases of self-incrimination.
3. Failure to appear before a council without a valid reason (validity to be determined by the council involved).

D. Disqualification - No member of the Honor Court shall sit in on a case involving himself/herself, his/her roommate, a relative or another individual with whom the member has especially close ties. In such a situation, he/she will be replaced by an alternate.

E. Meetings - Meetings shall be held as often as necessary.

F. The Honor Court may refer to the Associate Dean of Student Affairs, in consultation with the President of the Honor Court, any case occuring two weeks before or during the formal examination period at the end of each semester.

G. Replacement of Permanent Vacancies - These vacancies are to be filled by the Executive Committee of the SGA. The Honor Court is to make recommendations to the Executive Committee. Such recommendations shall not be binding.

H. Appeals - Any defendant has the right to appeal a decision of the Honor Court to the Administrative Committee in cases of requirement to withdraw, suspension, or expulsion provided that such appeal is filed in writing with the Chairman of the Administrative Committee within twenty-four hours of the verdict of the Honor Court. Appeals of a verdict of the Honor Court which are based on the development of new evidence may be filed, in writing, with any member of the Administrative Committee at any time during the course of the sentence. In all cases involving appeals to any court including the Administrative Committee, a representative from the court whose decision is being appealed shall represent that court when the appeal is heard.

SECTION 4 - QUORUM

A quorum shall consist of four to five voting members present and a least one advisor.

SECTION 5 - ADVISORS

There shall be two non-voting advisors to the Honor Court which shall be elected by the Honor Court at their first meeting of the academic year from among the members of the Faculty, Administration and/or Administrative Staff.

FREQUENTLY USED TELEPHONE NUMBERS

Montreat-Anderson College 669-8011
- Admissions ..... Ext. 256
- Alumni ..... Ext. 246
- Business Office ..... Ext. 253
- Development Office ..... Ext. 206
- Financial Aid ..... Ext. 247
- President's Office ..... Ext. 221
- Registrar's Office ..... Ext. 224
- Public Information ..... Ext. 216

Cafeteria 669-7118
Davis Hall ..... 1) 669-9986
2) 669-9985
3) 669-9909
Fire Department 669-8075
Gymnasium 669-2696
Health Center 669-7497
Howerton Hall ..... 1) 669-9988
1) 669-9989
2) 669-9884
3) 669-9992
Library 669-2382
McGregor Hall ..... 1) 669-9987
2) 669-9991
Montreat-Anderson Hall ..... 1) 669-9802
1) 669-9803
2) 669-9811
3) 669-9979
4) 669-9948
5) 669-9826
Montreat General Store 669-6016
Police 669-8072
Post Office 669-7837
Science Building 669-8765

BELK CAMPUS EXTENSIONS

Art Office ..... Ext. 278
Associate Dean for Academic Affairs ..... Ext. 238
Associate Dean for Student Affairs ..... Ext. 273
Associate Dean for Student Affairs Secretary ..... Ext. 274
Director of Student Activities/Residence Life ..... Ext. 275
Campus Bookstore ..... Ext. 233
Snack Bar ..... Ext. 271
Music Office ..... Ext. 276
Vice President/Dean of the College ..... Ext. 210
Administrative Assistant for
- Vice President/Dean of the College ..... Ext. 251

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ALMA MATER

How dear to our hearts will the memory be
Of the days we have spent in thy care,
When within thy dear halls we have lingered awhile
All thy gifts and thy blessings to share.
So the memory of thee will ever remain
While we think of each dear hallowed scene;
And the bonds of true loyalty, blest through the years,
Our affections will ever keep green.

Then, to thee, Alma Mater, we'll ever be true,
Though the coming years scatter us far;
Any ideals you have taught us will ever be bright
Shining out as our life's guiding star.
We will cherish thy name wherever we roam,
And forever thy praises repeat.
Hail to thee, Alma Mater, our happiest days
Are the days we have spent in Montreat.